



## Flu Pandemic Policy

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Please note, this policy is inclusive of COVID-19.

Further information regarding COVID-19 can be found via:

<https://www.gov.uk/coronavirus>

<https://www.nhs.uk/conditions/covid-19/covid-19-symptoms-and-what-to-do/>

### 1. Introduction:

The following policy has been devised to ensure that suitable preparations have been made to maintain essential HND Children's Care Ltd business operations within our services during flu / COVID-19 outbreaks, and to ensure that suitable preventative measures are in place.

#### How to avoid catching and spreading flu type viruses and COVID-19:

Flu type viruses, and COVID-19 spread very easily through close contact with people who have the virus. When someone with flu type viruses or COVID-19 breathes, speaks, coughs or sneezes, they release small droplets containing the virus. You can catch it by breathing in these droplets or touching surfaces covered in them.

You are more likely to catch it indoors and in crowded places.

You can still catch or spread flu type viruses or COVID-19 if you:

- do not have symptoms.
- are fully vaccinated.
- have had the virus before.

Many people will no longer be infectious to others after 5 days, but you can be infectious for up to 10 days.

#### Avoiding catching and spreading flu type viruses and COVID-19 Do:



- get vaccinated against flu and COVID-19.
- wash your hands with soap and water or use hand sanitiser regularly throughout the day, especially after you cough, sneeze, or blow your nose, and before you eat or handle food.
- cover your mouth and nose when you cough or sneeze and encourage children to do this.
- regularly clean surfaces you touch often (such as door handles and remote controls) and in shared spaces, such as kitchens or bathrooms.
- think about wearing a face covering that fits snugly against your face and has more than 1 layer if you are in close contact with other people, or in crowded places.

**Do not.**

- do not touch your eyes, nose, or mouth if your hands are not clean.
  - If you are at increased risk from COVID-19
  - If you or your child are at an increased risk of getting ill from COVID-19, there are extra steps you might want to take to help reduce your chance of catching it.
  - Try to avoid contact with people who have symptoms of COVID-19 until they feel better, or until 10 days after they have tested positive.
- You may also want to:
- open windows and doors if you meet people inside or meet them outside instead.
  - stay at least 2 metres away from people (particularly indoors or in crowded places)
  - wear a face covering when it is hard to stay away from other people.
  - think about asking people to wear a face covering or take a rapid lateral flow test if you are meeting them inside.
  - You may be at increased risk of getting ill from COVID-19 if you are pregnant, aged 60 or over, or have a weakened immune system due to a health condition or because of a medical treatment. If you are not sure, speak to your GP or specialist.

**1. Preparation Stage:**

1.1 HND Children's Care Ltd individual managers will meet with Directors to discuss and plan development.

1.2 This plan is to be brought back to the staff teams within the services and relevant literature to be made available.

1.3 Plastic aprons, gloves, and masks to be made available for staff and they are to be afforded the choice of whether or not they use them.

1.4 Hygiene practices within the service / s to be reviewed and ample supplies of tissues, antibacterial cleaner and appropriate disposal facilities to be made available.

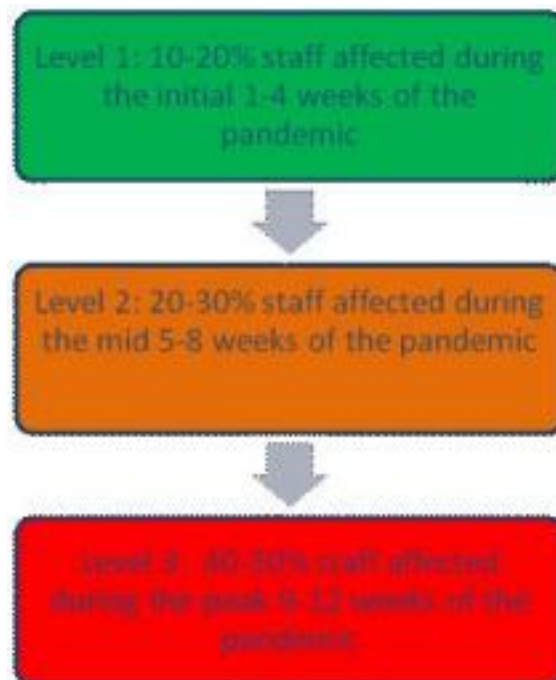
1.5 Daily cleaning rota to be reviewed and efforts to be amplified, as necessary.

1.6 Arrangements to be put in place for an increase in petty cash float of up to 50% if necessary.

1.7 Recruitment to commence to increase pool of bank staff team and / or to identify agency staff to cover any actual or potential shortfalls.

## 2. Pandemic Phase:

It is anticipated that a pandemic will last for up to 12 weeks and during its peak will affect up to 50% of the workforce. "In order to protect others and reduce the spread of infection, anyone with influenza-like symptoms should stay at home, minimise social / family contact and go out only if absolutely necessary until symptoms have resolved". On this basis the reactive strategies employed are tiered in terms of the level of anticipated absenteeism at each stage of the pandemic.



### 2.1 Strategies for Level 1:

- Ensure optimum hygiene levels are maintained within the service / s.
- Ensure the command structure within the service / s is clear and there is a deputy nominated in the absence of any management.
- Ensure there is a supply of PPE (Personal Protection Equipment) available in the service / s.
- ensure methods employed are of minimal intrusion and maximum effectiveness.
- Letter to be forwarded to all relevant stakeholders to inform them of the pandemic and advise them to NOT visit the service until further notice / until the pandemic has ceased.
- Consideration regarding whether a notification is required to the service / s regulatory



body, and / or Public Health England.

### 2.2 Strategies for Level 2:

- Consider redeploying staff from one of the other services to provide cover.
- Potential to cancel staff annual leave if deemed viable.
- Consideration regarding whether a notification is required to the service / s regulatory body, and / or Public Health England.

### 2.3 Strategies for Level 3:

- Consider the option of amalgamating service / s and using free beds that may be available in other services within the company.
- Potential short-term hold on new admissions until this most severe stage of the pandemic has passed.
- Staffing concerns to be forwarded to the Director daily so these can be monitored and reacted to, as necessary.
- Consideration regarding whether a notification is required to the service / s regulatory body, and / or Public Health England.

**End.**